



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-010

To: Employee Administrators
Human Resource Managers
Timekeepers
Technical Coordinators

Subject: LEO Upgrade

Please forward this information to all employees.

LEO will be unavailable beginning at **11:30 a.m. on Friday, September 3, 2004 until 7:00 a.m. Tuesday, September 7** for software upgrades in ISIS HR and LEO. You will be notified on Tuesday morning in the event additional time is needed to complete the upgrades.

Since September 3 is a payday, please remember to check pay information early. Pay statements are already available for Friday's pay date.

More information about the upgrade is available [here](#) and from the welcome page in LEO. There are two items of note:

- Due to improved security, many employees may find that their password is expired when they logon the first time after the upgrade.
- The recommended screen resolution for LEO has always been 1024 X 768, but some users have chosen to continue using a lower resolution. In the new version of LEO, it will be difficult or impossible to perform some functions without changing to the recommended resolution.

Revised online help will be available on September 7 to assist employees with these and other changes. Employees may contact the ISIS Help Desk at 342-2677, option 3, 2 if they have questions.

c. Whit Kling, Deputy Undersecretary

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